

Term of Reference

for

WASH System Research: Identify the strength and capacity Gaps of different building blocks at local government level in Nepal

Background

Agenda for Change (A4C) is a collaboration of like-minded organizations (“Members”) that have adopted a set of common principles and approaches. A4C work collectively to advocate for, and support national and local governments in, strengthening the water, sanitation, and hygiene (WASH) systems required to deliver universal, sustained access as outlined under Sustainable Development Goal 6. The main activities include supporting, amplifying, and promoting WASH systems strengthening across our membership. The main mission of A4C is *“By 2030, A4C wants to ensure that strong water, sanitation, and hygiene (WASH) systems are in place everywhere, and that future populations have access to WASH services forever”*.

There are 14 global members in A4C (<https://washagendaforchange.org>). In the case of Nepal there are five country collaboration members (i.e. CARE, Helvatas, Splash/Smart Pani, Water Aid and Welthungerhilfe) who are actively working on WASH system strengthening at three tire of government. For this year in-country A4C collaboration is led by CARE Nepal.

There is a need of systems-wide approach to tackles key building blocks of WASH sector for delivering positive change towards water, sanitation and hygiene services. The A4C has envisioned eight building blocks: i) institutional arrangements & coordination; ii) service delivery infrastructure; iii) monitoring; iv) planning; v) finance; vi) regulation & accountability; vii) water resource management; viii) learning and adaptation. These building blocks are connected closely with each other and their status quo will also will significantly affect each other too. The local governments are lacking capacity and performance for delivering positive change in system wide approach in these building blocks. This may hamper or deaccelerate our peace of achieving the various indicators of SDG6.

This assessment will help to figure out the progress of each building blocks with the set parameters and tried to configure the bottlenecks for each of the building blocks. And, based on the finding/consensus, the priority area to focus and improve on the WASH System Strengthening and its different building blocks. This has much helped to set the priority targets and target based actions for the forthcoming days.

Assignment objectives

The overall objective of this assignment is to identify the strength and capacity gaps on different WASH systems building blocks adopted by Agenda for Change and measures to address those gaps in local government level in Nepal.

The specific objectives are:

- To identify the current capacities/strength among selected local governments.
- To assess capacity gaps in different WASH systems building blocks among local governments.

- To recommend specific solutions/ enablers to address the capacity gaps at different levels of government and relevant stakeholders.
- To suggest the priority area to focus and improve on the WASH System Strengthening and its different building blocks

Scope of study

The WASH system research primarily focuses on the capacity aspects (strength and gaps) in different building blocks for WASH System Strengthening configured by Agenda for Change. The different capacity aspects could resource (financial, human resources, equipment & services), Plan and policies gap; institutional (internal accountability, governance etc) and others) The Agenda for Change country collaboration for Nepal has jointly figured out through the collaborative effort on WASH System analysis that the capacity issue has become prominent in local government levels to scale out effective WASH service delivery. Nevertheless, the specific gaps and the support needed for the improvement has not been specifically addressed. So, this study has anticipated to be the one to find out them and support advocacy to improve them with wider stakeholders including local governments.

This study has intended to conduct research at 8 different local governments from 4 different provinces. The research was intended to focus on the A4C country collaboration members' working district with one palika of their presence and one palika without our presence. The proposed research area are:

Madhesh province: Siraha- Karjana municipality and Golbazar Municipality

Bagmati Province (Lalitpur): Godawari Municipality and Bagmati Rural Municipality

Lumbini province (Bardiya): Thakurbaba Municipality and Geruwa Rural Municipality

Karnali province (Dailekh): Dullu Municipality and Aathbis (आठवीस) Municipality

Study design and methodology

Agenda for Change Country Collaboration Lead and members shall guide and oversee the overall direction of this study. The study will provide more of qualitative data with few quantitative validations upon requirement through the following methods but not limited to:

- Desk study and review of all relevant literatures such as policy, program/project documentation including policy/program/project documents, annual work-plans, annual project reports, proceedings, baseline/end line data and data from WASH plan, etc.
- Review the A4C analytical framework for Nepal (Attached in Annex)
- Develop study methodology and tools:
 - Identify study design and strategy including KII, FGD, Participatory methods, primary data collection, etc.
 - Develop main research questions and relevant tools, checklists, data collection formats.
- Identification of different WASH stakeholders in the selected local municipalities
- Collection of data from different sources including local municipalities:

- Discussion with stakeholders on different building blocks.
- Benchmarking on WASH system building blocks inviting key municipal stakeholders
- In depth interviews to gather primary data from key stakeholders using a structured methodology.
- Focus Group discussion with local government and other stakeholders.
- Interviews with relevant key informants.
- Observations during field visits using checklist.
- Collect and document stories of change.
- Data analysis and draft report preparation.
 - Carry out data analysis in line with the study objectives.
 - Conduct a workshop for validating the findings with participation of local municipalities, relevant district stakeholders including both government and non-governments.
 - Prepare draft report
 - Share the draft report for comments.
- Address the comments/suggestions from the Agenda for Change Country Collaboration lead and team and produce final report.

Deliverables and reporting

The following deliverables are expected to be produced by the evaluator(s):

- An inception report (outlining the scoping the study, methodology, operationalization of study questions and planned procedure and approach of the study) in English.
- Debriefing session and notes: De-briefing session shall be conducted with the Agenda for Change country collaboration team at the end of field mission that aims at outlining the most important preliminary findings and recommendations with written summary notes of 2–4 pages (in English).
- Research report as draft and final shall be in English language. Researcher(s) shall submit the draft report after the last field mission.
- An executive summary of research report of each palika (max 2-3 pages) in Nepali language.
- The researcher(s) should provide a digital file with at least 10 good quality photographs capturing field visits and other meetings such as FGDs, KIIs, Other interviews, workshops, etc. Written or, verbal consent is the prerequisite while taking photographs

Study timeline

This assignment will start from 3rd week of Aug and should be completed by 1st week of November 2022. The detail time line is attached.

Work plan																			
sn	Details of works	Aug				Sep				Oct				Nov				Dec	Remarks
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	
1	Publication of notice	1st																	
2	Closing of proposal submission		8th																
3	Selection of potential consultant																		
4	Award of contract			16th															
5	Submission of inception report				25th														
6	Research work and drafting of report																		
7	Submission of 1st Draft																	25th	
8	Submission of final report																		5th

Terms of payments

40% of the contract amount will be paid after approval of Inception report and request from consultant and rest 60% will be provided after acceptance of work completion report.

Qualification and expertise required

The research firm/individual consultant (registered in VAT) are required to have the following expertise and qualifications:

- The team leader as well as team members must have skills and experience in water, sanitation and hygiene sector and WASH System Strengthening approaches.
- At least Master's degree in public health, engineering, sociology/anthropology, or equivalent degree.
- Must have +8 years of working experience in WASH projects/program on planning and technical expertise in case of Team leader and +7 years relevant working and technical expertise of other relevant team members.
- The team member/s should have good experiences on WASH governance
- Prior experiences on capacity assessment on different WASH systems building blocks
- Must have good command in both writing and speaking in English and Nepali languages.
- Knowledge of research methods and techniques, including a thorough understanding of data collection, methodologies and design, and strong qualitative and quantitative research skills.

Terms and condition

- CARE Nepal reserves the right to accept and reject any proposal without giving any verbal and or written rational
- All information and report produced during assignment will be treated as CARE Nepal/Agenda for Change property
- CARE Nepal will deduct Tax and VAT at source according to the government policy

Copyright

CARE Nepal/Agenda for Change has sole ownership of all final data and information. Findings shall not be shared or reproduced without permission of CARE Nepal

Proposal submission deadline and evaluation of proposal

The interested and qualified individual consultant(registered in VAT)/consulting firm must submit their technical and financial proposal, including legal documents (business registration, VAT certificate & recent tax clearance certificate) and CVs of key personals by COB dated on **08 Aug 2022** to npl.carenepal@care.org

The technical (70%) and financial (30%) proposals will be evaluated based on following criteria:

I. Technical

- Understanding and interpretation of the Terms of reference
- Methodology
- Time and activity schedule

II. Organizational/Personnel Capacity Statement

- Relevant experience related to the assignment
- Team Composition as per ToR
- Curriculum Vitae with relevant references

III. Financial

- Proposed budget with detail break down

Contact persons

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Annex: [CLICK HERE for the ANNEX](#)